

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
WEST VALLEY MENTAL HEALTH CENTER**

**Intermediate Typist Clerk
Transfer Opportunity**

West Valley Mental Health Center is seeking to fill an Intermediate Typist Clerk position. The selected candidate will join the support staff team responsible for business office operations. This position works in a team environment, but also requires the ability to prioritize assignments while working independently.

Specific duties include (but are not limited to):

- Perform reception duties such as using IBHIS to check in clients with scheduled appointments and coordinating with Lobby Ambassadors to ensure that clients are seen in a timely manner.
- Enters new clients in IBHIS, processes Pre Admit/Admission bundles, and scans documents into IBHIS. Opens episodes and enter prescriptions into IS, as needed.
- Runs IBHIS reports to ensure that all claims by staff are attested and posts claims by due date, alerting supervisor of missing documentation.
- Performs general office duties such as answering and routing phone calls, taking phone messages, filing, photocopying, faxing, sorting and distributing mail.
- Enters data and updates client data into the Department's various computerized systems.
- Processes medical records requests in compliance with HIPPA guidelines, accepts client payments via mail and in person and disburses bus tokens as requested by staff.
- May assist with financial screenings of consumers, obtaining billing information from consumers including insurance documents for billing purposes, and enters financial information into IBHIS.
- Works on special assignments and reports under the direction of the Staff Assistant.
- Other general duties as may be appropriate and assigned by supervisor.

Desirable qualifications include:

- Bilingual capacity desirable
- Strong knowledge of Microsoft office

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- Must have strong verbal and written communication skills and the ability to multi-task and organize to meet deadlines
- Comfortable with working in a fast paced, dynamic environment
- Ability to work independently and as a team player.
- The ability to learn and follow the clinic's policies and procedures with respect and courtesy.

If interested, send a cover letter, resume, last two performance evaluations, and last two master timecards by **Friday, September 26th, 2014** to:

Maria E. Montenegro
(818) 598-6977 (fax)
Mmontenegro@dmh.lacounty.gov
West Valley Mental Health Center
7621 Canoga Avenue
Canoga Park, 91304